

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

July 8, 2003

11

FROM: MICHAEL E. HAYS, Director
Land Use Services Department/Building and Safety Division

SUBJECT: BUILDING AND SAFETY SERVICES CONTRACTS

RECOMMENDATION: Approve Amendment No. 1 to the agreements with Willdan and VanDorpe Chou Associates, Inc., for building and safety services, extending the term from June 30, 2003 to June 30, 2004, and increasing the contract amount \$50,000, as indicated below.

<u>Contract Number</u>	<u>Contractor/Company Name</u>	<u>Increase</u>	<u>Not to Exceed Amount</u>
01-447 A-1	Willdan	\$50,000	\$150,000
01-448 A-1	VanDorpe Chou Associates, Inc.	\$50,000	<u>\$150,000</u>
TOTAL:			\$300,000

BACKGROUND INFORMATION: On June 12, 2001, the Board of Supervisors approved two-year contracts with Willdan (#01-447) and VanDorpe Chou Associates, Inc. (#01-448). The County uses these contract services for building and safety services during periods of high workload, following natural disasters, and when circumstances require a level of expertise not available with existing staff. Contractors may be required to provide services consisting of plan review, inspections, emergency response, and special projects under the direction and approval of authorized representatives within the Land Use Services Department (LUSD).

Both contractors were selected for a contract award after participation in the County's Request for Proposals (RFP) procedures for selecting service vendors. The RFP was formulated with the assistance and review of the Purchasing Department and County Counsel. The selection criteria used by the committee included: understanding of project and soundness of approach; vendor expertise and technical abilities; project coordination and public relations skills; commitment/participation by key individuals; related experience and references; vendor's schedule and ability to perform; clarity, completeness and general quality of the proposal; cost of the services proposed; and vendor's approach to training vendor staff on Building and Safety operations. The individual contract and purchase order amounts were estimated based on the winning vendors bid rate, calculated against the department's historical estimate of amount of each type of work.

Due to the level of expertise required for these services, which are not available within current staff, and the high workload requirements, it is necessary to continue the availability of these services for the department. The contract term was for two years, extensions to the contract were not included. However, the RFP allowed for a three-year contract. The amendment for each contract includes: an extension of time for one year with an expiration date of June 30, 2004, increase the not to exceed amount by \$50,000 for a total contract amount of \$150,000, and deletion of Section 42 "Child Support Ordinance", which is no longer required by the County. These amendments have an effective date of June 30, 2003.

After LUSD's staff review of the current status of assigned projects, and the contractor's understanding of the County's requirements and previous experience, LUSD is requesting to extend these contracts.

Record of Action of the Board of Supervisors

11

BUILDING AND SAFETY SERVICES CONTRACTS

July 8, 2003

Page 2 of 2

11

REVIEW BY OTHERS: This contract and Board item have been reviewed by Deputy County Counsel, Scott Runyan on June 18, 2003, Land Use Services Contract Compliance Coordinator Ruth Rice on June 23, 2003, by the Purchasing Department, Allen Sanchez, Contract Analyst, on June 19, 2003, and the County Administrative Office, Patricia M. Cole, Administrative Analyst III, on June 29, 2003.

FINANCIAL IMPACT: The costs for these building and safety services are included in the proposed budget (AAA BNS) for Fiscal Year 2003/2004. Fees paid to contractors are fully reimbursed through funds collected from building permits.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and concurs with the department's proposal, and recommends this action based on the ongoing need of the department , and costs associated with this contract are fully reimbursed through building permit fees.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Michael E. Hays, Director, 387-4141

11